Find and Replace text in the Max Employment Template!

How to Find and Replace text!

- Go to Home > Replace or press Ctrl+H.
- Enter the word or phrase you want to locate in the Find box.
- Enter your new text in the Replace box.
- Select Find Next until you come to the word you want to update.
- Choose Replace. To update all instances at once, choose Replace All.

Find and Replace text in the Max Employment business cards